



# **Judicial Council of California**

## **Administrative Office of the Courts**

**Trial Court Financial Policies and Procedures**

Procedure No.  
Page

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# **COURT SECURITY**

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# Court Security

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## 2.0 Purpose

The purpose of this policy is to define the security component of court operations that will standardize budgeting, billing, accounting practices, and Comprehensive Court Security and Law Enforcement Security Plans, and identify allowable law enforcement security costs.

## 3.0 Policy Statement

Appropriate law enforcement services are essential to trial court operations and public safety. Accordingly, the trial court shall enter into a memorandum of understanding with the sheriff regarding court security that specifies the agreed-upon level of security services to be provided, their associated costs, and terms of payment. The trial court shall also prepare

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and implement a security plan that complies with the Superior Court Law Enforcement Act of 2002.<sup>1</sup>

## 4.0 Application

This policy applies to all trial court officials and employees, who are involved in developing and implementing the court security plan.

## 5.0 Definitions

The terms defined below apply to this policy and are for the express purpose of interpreting this policy.

1. **Comprehensive Court Security Plan.** The plan provided by the court to the AOC that addresses a Law Enforcement Security Plan and all other court security matters.
2. **Contract Law Enforcement Template.** A document that accounts for and further defines allowable costs related to law enforcement trial court security services.
3. **Court Attendant.** An unarmed, non-law enforcement court employee who performs those functions specified by the court, except those functions that may only be performed by armed and sworn personnel. The court attendant is not a peace officer or public safety officer.
4. **Department of Finance (DOF).** The State Executive Branch department that serves as the Governor's chief fiscal policy advisor and assists in preparing the annual Governor's Budget and administering the final Budget Act.
5. **Law Enforcement Security Plan.** A plan that is provided by a sheriff that includes policies and procedures for providing public safety and law enforcement services to the court.

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<sup>1</sup> SB 1396 (Dunn, 2001-2002 legislative session), codified in Government Code §69920 - 69927.

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6. **Memorandum of Understanding (MOU).** A written statement that outlines the terms of an agreement or transaction between two government entities where no funds are involved, such as the trial court and the DMV or other such entity. In the judicial branch, MOUs often include funds and because of the historic relationship between the trial court and the counties, MOUs are commonly used as the form of agreement between the trial court and the county for services, such as security services. Additionally, MOUs are used between the trial court and the AOC for specific projects where funds are involved.
  
7. **Rule 810.** California Rule of Court that defines the division of responsibility between the state and county for funding the trial courts. Rule 810 includes a listing of the types of costs that the county is allowed to charge the court as well as a list of unallowable costs. Function 8 of Rule 810 pertains to court security.
  
8. **State Appropriations Limit (SAL) Funding Adjustment.** The annual funding adjustment for trial court operating costs is computed based upon the year-to-year change in the State Appropriations Limit. The State Appropriations Limit is an annual cap on state expenditures, which incorporates changes in the state population, average daily school attendance, and the change in California Per Capita Personal Income.
  
9. **Superior Court Law Enforcement Functions.** Security services provided by the sheriff to the trial court including all of the following:
  - a. Bailiff functions as defined in Penal Code §830.1 and 830.6, in criminal and noncriminal actions including, but not limited to, attending courts.
  - b. Taking charge of a jury as provided in Code of Civil Procedure §613 and 614.
  - c. Patrolling hallways and other areas within court facilities.
  - d. Overseeing prisoners in holding cells within court facilities.
  - e. Escorting prisoners in holding cells within court facilities.
  - f. Providing security screening within court facilities.

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- g. Providing enhanced security for bench officers and court personnel as agreed upon by the court and the sheriff.

## **6.0 Text**

1. The Government Code<sup>2</sup> authorizes the Presiding Judge to contract with the sheriff, subject to available funding, for the level of law enforcement services that are necessary for the court. Beginning July 1, 2003 and thereafter, the Presiding Judge and the sheriff are required to develop a Comprehensive Court Security Plan to be utilized by the court.
2. The sheriff or marshal is responsible for developing a Law Enforcement Security Plan that is to be included in the Comprehensive Court Security Plan.
3. The Judicial Council is to establish the subject areas that are addressed in the plan and specify the most efficient practices for providing court security services. The Judicial Council is also responsible for establishing a process to review Comprehensive Court Security Plans, which shall be incorporated in the California Rules of Court.

### **6.1 Comprehensive Court Security Plan**

1. On and after July 1, 2003, the trial court is required to develop and implement a Comprehensive Court Security Plan. The plan shall be developed in conjunction with the sheriff.
2. The areas addressed by the Comprehensive Court Security Plan shall comply with Senate Bill 1396 and must be reviewed and approved by the Judicial Council. The sheriff and presiding judge shall mutually agree on the court security plan adopted.
3. The Judicial Council will specify the most efficient practices for providing court security as a means of assisting the trial courts in

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<sup>2</sup> Government Code §69921 through §69925.

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preparing their security plans and obtaining the best value for their security expenditures.

## **6.2 Law Enforcement Security Plan**

The trial court's Comprehensive Court Security Plan shall include a Law Enforcement Security Plan that is prepared by the sheriff or marshal at his or her department's expense. The Law Enforcement Security Plan must include the policies and procedures that ensure adequate security for public safety and law enforcement services to the court.

## **6.3 Judicial Council Review**

The trial court shall submit its Comprehensive Court Security Plan to the Judicial Council for review and approval according to the process established in the forthcoming California Rule of Court.

## **6.4 Replacement of Rule of Court 810 Function 8**

1. The Superior Court Law Enforcement Act of 2002 replaced Function 8 of California Rule of Court 810 with the intent of defining the court security function of court operations that leads to:
  - a. Standardized billing and accounting practices for court security.
  - b. Standardized court security plans.
  - c. The identification of allowable law enforcement security costs that counties may charge to the courts.
2. The allowable and unallowable costs listed in Function 8 of Rule 810 are replaced by the costs that are listed in sections 6.5 and 6.6 below, and discussed in the Contract Law Enforcement Template that is provided at the end of this procedure.

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## 6.5 Allowable Costs

1. The types of costs listed below are allowable for trial courts to pay counties for law enforcement and public safety services as defined in the Superior Court Law Enforcement Act of 2002.<sup>3</sup> The court is still responsible only for allowable cost categories that were properly billed before the enactment of the Superior Court Law Enforcement Act of 2002. The sheriff may not bill the court for any new allowable cost categories listed herein until the court has agreed to the new cost and new funding has been allocated to the court for this purpose.

### 6.5.1 Sheriff's Services

1. **Perimeter Security Costs.** When mutually agreed by the court, county, and sheriff, the cost of perimeter security in any building that the court shares with any county agency (excluding the sheriff's department) shall be prorated based on the total noncommon square footage occupied by the court and other county agencies.
2. **Law Enforcement Security Personnel Services.** The actual salaries and employer-provided benefits of sheriff's personnel engaging in court law enforcement functions including: appropriate supervising and line personnel, deputies, contractual law enforcement services, prisoner escorts within the courts (excluding time spent in the transportation of prisoners or detainees to and from court), and weapons screening personnel. Actual salaries and benefits of individuals currently providing trial court law enforcement functions may include, but are not limited to:
  - a. County health and welfare premium costs.
  - b. County incentive payments.
  - c. Employer deferred compensation plan costs.
  - d. Employer's share of applicable FICA and Medicare taxes.

<sup>3</sup> Government Code §69927 (a)(2) through (a)(5) define allowable costs.

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- e. General liability premium costs.
  - f. Leave balance payout commensurate with an employee's time in court security services as a proportion of total service credit earned after January 1, 1998. (The sheriff is responsible for maintaining leave balance records for sheriffs' employees assigned to the trial court).
  - g. Premium pay (i.e., bilingual pay, training officer pay).
  - h. Employer retirement plan contributions.
  - i. Employer state disability insurance premium costs.
  - j. Employer unemployment insurance premium costs.
  - k. Worker's compensation paid to an employee in lieu of salary as specified in Labor Code Section 4850.
  - l. Worker's compensation premiums.
  - m. Court required training.
  - n. Supervisor approved overtime.
3. **Equipment, Services and Supplies.** The following items are allowable:
- a. The purchase and maintenance of security screening equipment
  - b. The cost of this equipment is to be reported in this section and not in any other section of the Contract Law Enforcement Security Template even if covered by a salary allowance:
    - i. Ammunition
    - ii. Baton
    - iii. Bulletproof vest
    - iv. Handcuffs
    - v. Holster
    - vi. Leather gear
    - vii. Chemical spray and holder
    - viii. Radio



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- ix. Radio chargers and holders
- x. Uniform
- xi. One primary duty sidearm

4. **Vehicle Use for Court Security Needs.** The per mile recovery cost for actual miles incurred by vehicles driven by allowable personnel while rendering court law enforcement services, excluding the transportation of prisoners or detainees to and from court, are allowable. The standard mileage rate in effect for judicial officers at the time of contract development shall apply (AOC to provide as rates change).
  
5. **Professional Support Staff for Court Security Operations.** The actual salaries, employer provided benefits, and overtime of sheriff provided staff performing support functions for court law enforcement services include, at a minimum, payroll, human resources, information systems, accounting, or budgeting. Costs for professional support staff shall be billed at actual costs incurred on the courts behalf not to exceed the following maximum amounts:
  - a. **Courts with total allowable law enforcement security personnel services costs of less than \$10 million per year** - Six percent of the total allowable costs for sheriff-provided court security personnel services.
  - b. **Courts with total allowable law enforcement security personnel services costs of more than \$10 million per year** - Four percent of the total allowable costs for sheriff-provided court security personnel services.
  - c. **Additional costs for support services** related to court-mandated special project support beyond the limits stated above must be negotiated and agreed upon by the court and the sheriff.

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### **6.5.2 Marshal's Services**

Marshals are armed peace officers employed by the court and are authorized to perform all court law enforcement functions. Marshal costs are law enforcement security costs that include actual salaries, benefits and other costs. These costs are included in the Law Enforcement Security Plan prepared by the marshal and submitted to the court.

### **6.5.3 Court Attendants**

Court attendant costs are allowable for court security services and are included in the Comprehensive Court Security Plan.

### **6.5.4 Court-Contracted Security**

Court-contracted security services are actual costs associated with externally contracted security services. These costs are included in the plan of the entity that contracted for the services.

## **6.6 Unallowable Costs**

The types of allowable law enforcement security costs under the Superior Court Law Enforcement Act of 2002 are listed in section 6.5 above. Examples of security costs that are unallowable are included in the attached Contract Law Enforcement Template (Exhibit 1, Sec. II).

## **6.7 Contract Law Enforcement Template**

1. The Contract Law Enforcement Template is a document that defines and accounts for allowable court security costs as described in Government Code §69927(a)(2) to (a)(6). The template replaces the definition of allowable and unallowable law enforcement costs in Function 8 of Rule of Court 810.

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2. The sheriff or marshal is required to provide the court security cost information as delineated in the Contract Law Enforcement Template to the trial court by April 30 of each year. The cost information will be used to develop the security budget for the courts for the next fiscal year.
3. The cost information provided by the sheriff must specify the nature, extent, and basis of the costs that are submitted. The sheriff's submittal shall include any negotiated or projected salary increases for court law enforcement services that are proposed for inclusion in the court security program budget for the next fiscal year.
4. The trial court and the sheriff should discuss, understand, and come to mutual agreement on the costs as reflected in the Contract Law Enforcement Template and develop a budget based on funding availability.
5. With the implementation of SAL effective FY 2005–2006, trial courts no longer submit budget requests. However, in late spring, courts are required to submit the Security Costs and Court Security Salary and Benefits forms for the next fiscal year. These costs include updated costs for previously funded positions. New costs cannot be added unless they are specially approved through the budget process.
6. The AOC Finance Division will submit to the Judicial Council in August, court-by-court security allocations, which shall be from the funding provided by the annual SAL adjustment for all trial courts. Upon enactment of the State Budget, allocations shall be provided only for those courts with confirmed changes in security costs. Funding for unconfirmed changes will remain as pending until the MOUs or contracts have been confirmed and AOC Finance Division staff has been notified. Court security allocations shall be based on staffing standards and funding caps as recommended by the Working Group on Court Security and approved by the Judicial Council. Any court security costs paid by the court in a particular

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fiscal year must be within the court's security allocation approved by the Judicial Council.

7. If the sheriff's law enforcement security costs increase, the court and sheriff must renegotiate service levels within the MOU to remain within the total contract dollar levels specified in the MOU. Any court law enforcement security costs paid by the court in a particular year must be within the court's security allocation approved by the Judicial Council.

The court may consult the "Interim Alternatives in the Provision of Court Security Services in the Trial Courts" (See 7.0, Associated Documents) to assist in developing practices that allow the provision of efficient court security services within the funding constraints.

Notwithstanding the above, additional services deemed necessary by the court may be provided by the sheriff when funding is identified by the court and the MOU is amended.

8. If the court requests a decrease in service or costs, the sheriff is not obligated to absorb the cost of the request. The decrease must be mutually agreed upon and negotiated as an MOU amendment.
9. The Contract Law Enforcement Template, Security Costs FY 2005–2006 form, and the Court Security Salary and Benefits for FY 2005–2006 form are provided as exhibits to this procedure (See 7.0, Associated Documents).

## **6.8 Memorandum of Understanding**

1. The trial court shall enter into an annual or multiyear memorandum of understanding (MOU) with the sheriff regarding court law enforcement security services. At a minimum, the MOU shall specify the level of security services to be provided by the sheriff, the cost of those services to the trial court, and the terms of payment. Example

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of specific items that should be covered in the MOU include, but are not limited to:

- a. Identification of the type and level of law enforcement security services to be provided.
  - b. Number of personnel and classifications required (Direct and Support personnel).
  - c. Description of basis for overtime, premium pay, holiday and other pays.
  - d. Terms of payment identifying when and how payments will be made.
  - e. A total “not to exceed” compensation amount for provision of services.
2. In years when the law enforcement security services MOU is scheduled to expire at the end of the fiscal year, negotiations for a new MOU should be as early as necessary to ensure that an agreement is in place by July 1.
  3. If the court and sheriff are unable to enter into an MOU by August 1 of any fiscal year, either the court or sheriff may request a 45-day extension of negotiations that shall include the assistance of a mediator. The previous MOU shall remain in effect during the extended negotiation period. The Administrative Director of the Courts and the president of the California State Sheriffs’ Association shall mutually agree on the mediator who is assigned to assist the court and sheriff in resolving the MOU negotiations.
  4. Refer to Procedure No. FIN 7.02, *Memorandums of Understanding*, for a discussion of issues that should be considered in the development, execution, and management of any MOU.

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## **6.9 Court Security Administration**

1. Sheriff's invoices for trial court law enforcement security services shall only include allowable costs delineated herein. Furthermore: (1) salary and benefit costs will be billed at the actual cost for each sheriff-provided staff member on court assignment at time of service; (2) equipment and services and supplies (S&S) costs will be billed at actual costs incurred on court assignment; (3) costs billed will be based on the requirements defined in the trial court security MOU; and (4) the sheriff's invoices will include a sufficient level of detail and provide documentation as shown in the attached example (Exhibit 2, Contract Enforcement Template - Billing).
2. Trial court personnel shall review the sheriff's invoices as described in Procedure No. FIN 8.01, Vendor Invoice Processing and approve costs that are in accordance with the MOU and the guidelines provided in this procedure. Invoices, associate documentation, and payment records shall be available and subject to audit by the Judicial Council.
3. The trial court and court law enforcement security providers shall manage their resources to minimize the use of overtime.<sup>4</sup>

## **7.0 Associated Documents**

**Security Costs form Fiscal Year (FY) 2005-2006**

**SAMPLE Security Costs form FY 2005–2006**

**Court Security Salary and Benefits for FY 2005–2006**

**Contract Law Enforcement Template**

**Interim Alternatives in the Provision of Court Security Services in the Trial Courts**

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<sup>4</sup> Government Code §69927 (a)(5)(B).

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<b>SECURITY COSTS form</b> <i>Fiscal Year (FY) 2005-2006</i>	
County:	

<b>DIRECT SECURITY:</b>							
<b>SECURITY PERSONNEL</b>							
<b>SUPERVISION PERSONNEL</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
						-	-
						-	-
						-	-
Total Supervisors Direct Security: (AutoField)	0.00	-	-	-	-	-	-

<b>LINE PERSONNEL</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
<b>Entrance Screening</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Internal Security</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Internal Transportation</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Courtroom Security</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Courtroom Security - Relief</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Unsecured Doors</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-

\* Attach supporting documentation for retirement and benefits.

<b>LINE PERSONNEL (Cont.)</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
<b>After Hours</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Holding Cells</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
<b>Control Rooms</b>						-	-
						-	-
						-	-
Total	0.00	-	-	-	-	-	-
Total Line Personnel Direct Security: (AutoField)	0.00	-	-	-	-	-	-

\* Attach supporting documentation for retirement and benefits.

<b>TOTAL HOURS AND COSTS SPENT ON OVERTIME</b>							-
<b>TOTAL DIRECT SECURITY PERSONNEL COSTS (AutoField)</b>	0.00	-	-	-	-	-	-

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PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS						
Hours/Cost of Staff Required Assistance In:	FTEs	HOURS	TOTAL SALARY/ CONTRACT	RETIREMENT*	BENEFITS*	TOTAL COSTS
Payroll Processing Staff						-
Human Resources Staff						-
Information Systems Staff						-
Accounting Staff						-
Budget Staff						-
Court-mandated special project support						-
Total Professional Staff Costs (AutoField)	0	-	-	-	-	-

TOTAL HOURS AND COSTS** SPENT ON OVERTIME FOR PROFESSIONAL SUPPORT STAFF						
--	--	--	--	--	--	--

\* Attach supporting documentation for retirement and benefits.

\*\* The Total Costs should include any retirement and benefits applied to overtime.

TOTAL PROFESSIONAL SUPPORT STAFF COSTS (Auto)	0	-	-	-	-	-
---	---	---	---	---	---	---

SECURITY SERVICES AND SUPPLIES AND EQUIPMENT			
Purchased This Year:	No. of Items	Cost Per Item	TOTAL COST
Ammunition			
Baton			
Bulletproof Vest			
Handcuffs			
Holster			
Leather Gear			
Chemical Spray & Holder			
Radio			
Radio Charger/Holder			
Uniforms			
One Primary Duty Sidearm			
Other [Please describe]			
Other [Please describe]			
Purchase and Replacement of Safety Equipment: (AutoField)			-

Purchase & Maintenance for Security Screening Equipment		
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TOTAL COSTS SPENT ON COURT-REQUIRED TRAINING		
--	--	--

VEHICLE USE FOR COURT SECURITY NEEDS		
Number of Vehicles used by Staff		
Miles Driven by allowable personnel		
Authorized Cost Per Mile:		
Vehicle Recovery Cost: AutoField		-

OTHER COSTS		
Other Costs Not Included Above		COST
Other (Insert Descriptive Title Here)		
Other (Insert Descriptive Title Here)		
Other (Insert Descriptive Title Here)		
Other (Insert Descriptive Title Here)		
Other (Insert Descriptive Title Here)		
Other (Insert Descriptive Title Here)		
Other Costs: AutoField		-

AMOUNT BY WHICH ACTUAL COSTS EXCEED CONTRACT		
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Court Security Cost: AutoField		-
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<b>SAMPLE SECURITY COSTS form</b> <b>FY 2005-2006</b>	
County: <b>ABC</b>	

<b>DIRECT SECURITY:</b>							
<b>SECURITY PERSONNEL</b>							
<b>SUPERVISION PERSONNEL</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
Captain	0.00					-	-
Lieutenant	0.50		65,000	13,650	16,250	(4,745)	90,155
Sergeant	4.00		394,000	74,860	86,680	(27,777)	527,763
Other (Insert title here)						-	-
Total Supervisors Direct Security: (AutoField)	4.50	-	459,000	88,510	102,930	(32,522)	617,918
<b>LINE PERSONNEL</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
<b>Entrance Screening</b>							
Deputy Sheriff	2.00		162,000	27,540	32,400	(11,097)	210,843
Private Security	7.00		245,000	26,950	31,850	(15,190)	288,610
						-	-
<b>Total</b>	9.00	-	407,000	54,490	64,250	(26,287)	499,453
<b>Internal Security</b>							
Deputy Sheriff	2.00		162,000	27,540	32,400	(11,097)	210,843
Correctional Deputy	6.00		330,000	49,500	52,800	(21,615)	410,685
						-	-
<b>Total</b>	8.00	-	492,000	77,040	85,200	(32,712)	621,528
<b>Internal Transportation</b>							
Deputy Sheriff	2.00		162,000	27,540	32,400	(11,097)	210,843
Correctional Deputy	3.00		165,000	24,750	26,400	(10,808)	205,343
						-	-
<b>Total</b>	5.00	-	327,000	52,290	58,800	(21,905)	416,186
<b>Courtroom Security</b>							
Deputy Sheriff	10.00		810,000	137,700	162,000	(55,485)	1,054,215
Court Attendant	4.00		188,000	28,200	24,000	(12,010)	228,190
						-	-
<b>Total</b>	14.00	-	998,000	165,900	186,000	(67,495)	1,282,405
<b>Courtroom Security - Relief</b>							
Deputy Sheriff	1.00		81,000	13,770	16,200	(5,549)	105,422
Deputy Sheriff (Annuitant)		1,200	54,000			(2,700)	51,300
						-	-
<b>Total</b>	1.00	1,200	135,000	13,770	16,200	(8,249)	156,722
<b>Unsecured Doors</b>							
N/A						-	-
						-	-
						-	-
<b>Total</b>	0.00	-	-	-	-	-	-

\* Attach supporting documentation for retirement and benefits.

<b>LINE PERSONNEL (Cont.)</b>	<b>FTEs</b>	<b>HOURS</b>	<b>TOTAL SALARY/ CONTRACT</b>	<b>RETIREMENT*</b>	<b>BENEFITS*</b>	<b>SALARY SAVINGS</b>	<b>TOTAL COSTS</b>
<b>After Hours</b>							
N/A						-	-
						-	-
						-	-
<b>Total</b>	0.00	-	-	-	-	-	-
<b>Holding Cells</b>							
Deputy Sheriff	2.00		162,000	27,540	32,400	(11,097)	210,843
Correctional Deputy	4.00		188,000	28,200	30,080	(12,314)	233,966
						-	-
<b>Total</b>	6.00	-	350,000	55,740	62,480	(23,411)	444,809
<b>Control Rooms</b>							
Deputy Sheriff	1.50		121,500	20,665	24,300	(8,323)	158,142
						-	-
<b>Total</b>	1.50	-	121,500	20,665	24,300	(8,323)	158,142
Total Line Personnel Direct Security: (AutoField)	44.50	1,200	2,830,500	439,895	497,230	(188,381)	3,579,244

\* Attach supporting documentation for retirement and benefits.

<b>TOTAL HOURS AND COSTS SPENT ON OVERTIME</b>		300	13,000		1,100		14,100
<b>TOTAL DIRECT SECURITY PERSONNEL COSTS</b>	49.00	1,500	3,289,500	528,405	600,160	(220,903)	4,211,262

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PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS						
Hours/Cost of Staff Required Assistance In:	FTEs	HOURS	TOTAL SALARY/ CONTRACT	RETIREMENT*	BENEFITS*	TOTAL COSTS
Payroll Processing Staff	0.1		4,875	780	1,219	6,874
Human Resources Staff						-
Information Systems Staff						-
Accounting Staff						-
Budget Staff	0.15		7,313	1,170	1,828	10,311
Court-mandated special project support				-		-
Total Professional Staff Costs (AutoField)	<b>0.25</b>	<b>-</b>	<b>12,188</b>	<b>1,950</b>	<b>3,047</b>	<b>17,185</b>

<b>TOTAL HOURS AND COSTS** SPENT ON OVERTIME FOR PROFESSIONAL SUPPORT STAFF</b>		<b>10</b>				<b>494</b>
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\* Attach supporting documentation for retirement and benefits.

\*\* The Total Costs should include any retirement and benefits applied to overtime.

<b>TOTAL PROFESSIONAL SUPPORT STAFF COSTS</b>	<b>0.25</b>	<b>10</b>	<b>12,188</b>	<b>1,950</b>	<b>3,047</b>	<b>17,679</b>
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SECURITY SERVICES AND SUPPLIES AND EQUIPMENT			
Purchased This Year:	No. of Items	Cost Per Item	TOTAL COST
Ammunition	2	50	100
Baton	0	0	-
Bulletproof Vest	2	475	950
Handcuffs	2	45	90
Holster	2	115	230
Leather Gear	2	450	900
Chemical Spray & Holder	2	40	80
Radio	2	2300	4,600
Radio Charger/Holder	2	100	200
Uniforms	2	300	600
One Primary Duty Sidearm	2	800	1,600
Other [Flashlight]	2	30	60
Other [Please describe]			
Purchase and Replacement of Safety Equipment: (AutoField)			<b>9,410</b>

Purchase & Maintenance for Security Screening Equipment		<b>38,000</b>
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<b>TOTAL COSTS SPENT ON COURT-REQUIRED TRAINING</b>		<b>4,500</b>
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VEHICLE USE FOR COURT SECURITY NEEDS		
Number of Vehicles used by Staff		2
Miles Driven by allowable personnel		2,500
Authorized Cost Per Mile:		0.37
Vehicle Recovery Cost: AutoField		<b>925</b>

OTHER COSTS		
Other Costs Not Included Above		COST
County Pay for Performance Plan		90,000
Risk Management Insurance		74,320
Communications (Radio Backbone)		45,000
Court Attendant Uniforms		1,000
Court Attendant Equipment and Training		600
Other (Insert Descriptive Title Here)		
Other Costs: AutoField		<b>210,920</b>

AMOUNT BY WHICH ACTUAL COSTS EXCEED CONTRACT		<b>-</b>
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<b>Court security cost: AutoField</b>		<b>4,492,696</b>
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## CONTRACT LAW ENFORCEMENT TEMPLATE

*Attachment A -Contract Law Enforcement Template, Version 2 – Effective May 1, 2003*

<b>County:</b>		<b>FY ENDED:</b>	
<b>DIRECT SECURITY:</b>			
<b>SECURITY PERSONNEL</b>			
<b>Supervision Personnel</b>	<b>FTE's</b>	<b>HOURS</b>	<b>TOTAL COSTS</b>
Captain	0	0	0
Lieutenant	0	0	0
Sergeant	0	0	0
Other Titles	0	0	0
<b>Total Supervisors Direct Security: (AutoField)</b>	0	0	0
<b>Line Personnel</b>	<b>FTE's</b>	<b>HOURS</b>	<b>TOTAL COSTS</b>
Deputies / Court Security Officers et al. Inside the courtroom	0	0	0
Deputies et al. / Perimeter Security / Escort	0	0	0
Weapons Screening Personnel	0	0	0
Contracted Security Services / Cost		0	0
Court Required Training		0	0
<b>Total Line Personnel Direct Security: (AutoField)</b>	0	0	0
<b>OVERTIME</b>			
<b>Supervision Personnel</b>		<b>HOURS</b>	<b>TOTAL COSTS</b>
Captain		0	0
Lieutenant		0	0
Sergeant		0	0
Other Titles		0	0
<b>Total Supervisors Overtime: (AutoField)</b>		0	0
<b>Line Personnel</b>		<b>HOURS</b>	<b>TOTAL COSTS</b>
Deputies / Court Security Officers et al. Inside the courtroom		0	0
Deputies et al. / Perimeter Security / Escort		0	0
Weapons Screening Personnel		0	0
Contracted Security Services		0	0
Court Required Training		0	0
<b>Total Line Personnel Overtime: (AutoField)</b>		0	0
<b>TOTAL HOURS AND COSTS SPENT ON OVERTIME (AutoField)</b>		0	0
<b>TOTAL DIRECT SECURITY PERSONNEL COSTS</b>			0

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(AutoField)					
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\* Benefits refer to Section III, No. 2

<b>CONTRACT LAW ENFORCEMENT TEMPLATE</b>					
<i>Attachment A – Contract Law Enforcement Template, Version 2 – Effective May 1, 2003</i>					
<b>County</b>		<b>FY</b>	<b>ENDED:</b>		
<b>PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS</b>					
Hours/Cost of Staff Required Assistance In:					
		<b>HOURS</b>	<b>SALARY</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
<b>Total Professional Staff Costs (AutoField)</b>		0	0	0	0
<b>OVERTIME</b>					
		<b>HOURS</b>	<b>OVERTIME</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
<b>Total Professional Staff Overtime Costs (AutoField)</b>		0	0	0	0
<b>SECURITY S&amp;S &amp; EQUIPMENT</b>					
Purchased This Year:		<b>COST</b>			
Ammunition		0			
Baton		0			
Bulletproof Vest		0			
Handcuffs		0			
Holster		0			
Leather Gear		0			
Chemical Spray & Holder		0			
Radio		0			
Radio Charger/Holder		0			
Uniforms		0			
One Primary Duty Sidearm		0			
Purchase and Replacement of Safety Equipment: (AutoField)		0			
Purchase & Maintenance for Security Screening Equipment		0			
<b>VEHICLE USE FOR COURT SECURITY NEEDS</b>					
# Vehicles used by Staff		0			
Miles Driven by allowable personnel		0			
Authorized cost per mile:		0			
Vehicle Recovery Cost: AutoField		0			
<b>Court security cost: AutoField</b>		0			

\* Benefits, refer to Section III, No. 2.

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## Sec I: Allowable Cost Narratives:

Note

### **SECURITY PERSONNEL:**

#### ***Supervision Personnel***

Captain  
Lieutenant  
Sergeant  
Other Titles

#### ***Line Personnel***

Deputies / Court Security Officers et al. Inside the courtroom  
Deputies et al. / Perimeter Security / Escort  
Weapons Screening Personnel  
Contracted Security Services  
Court Required Training

### **PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS**

Payroll Processing Staff  
Human Resources Staff  
Information Systems Staff  
Accounting Staff  
Budget Staff  
Court-mandated special project support

### **SECURITY Services and Supplies & EQUIPMENT**

#### **Purchase and Replacement of Safety Equipment:**

Ammunition  
Baton  
Bulletproof Vest  
Handcuffs  
Holster  
Leather Gear  
Chemical Spray & Holder  
Radio  
Radio Charger/Holder  
Uniforms  
One Primary Duty Sidearm  
Purchase & Maintenance for Security Screening Equipment

### **VEHICLE USE FOR COURT SECURITY NEEDS**

# Vehicles used by Staff  
Miles Driven by allowable personnel  
Authorized cost per mile:

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Sec I: Allowable Cost Narratives:		
Note		
PERSONNEL - DIRECT SECURITY		
1	Court security personnel approved in the budget or provided at special request of the court.	
2	Salary, wages and benefits (including overtime) of sheriff, marshal, constable employees including, but not limited to, bailiffs, holding cell deputies, and weapons screening personnel.	
3	SUPERVISORY LEVELS: Salary, wages, and benefits, of sheriff, marshal, and constable employees, up to and including the level of Captain, whose supervisorial duties require 25% or more of their time on court security functions. Costs shall be based on the percentage of actual time spent in the supervision of court security staff. The cost of any supervisor working less than 25% in the court is not an allowable expense.	
4	Security Personnel who: a) patrol hallways and other areas within court facilities, b) supervise prisoners in holding cells within court facilities, c) escort prisoners to and from courtrooms within the court facility, d) unique court operational and staffing issues (ie. control rooms). Service levels for these functions are to be negotiated between the court and service provider. Court issues above existing resources fall under the review of the State budgeting process.	
5	Negotiated Salary Increases (NSI's) shall be included as well as projected NSI's for periods beyond the expiration of a signed personnel labor contract. For projected NSI's, billing at actual rates automatically returns to the State any NSI that ultimately is not enacted.	
6	Contractual security services - non Government (e.g. private sector outsourced security).	
OVERTIME		
7	Overtime coverage is allowable when regularly assigned court security personnel are absent for vacation, and court-required training.	
8	Overtime necessary to maintain scheduled coverage and for extraordinary circumstances.	

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9	Training, beyond basic training, for needs unique to the court security function and requested by the court (method of payment should be negotiated as part of a local MOU).
<b>PROFESSIONAL SUPPORT STAFF</b>	
10	Sheriff staff preparing security budgets for the courts or other human resources, financial, or administrative/clerical staff services for the security function of the courts (e.g., their service cost should be based upon the actual time dedicated to meeting requested services in the security function).
11	Salary, wages, and benefits of professional staff employees whose time is directly chargeable to court security needs and/or State budgetary requirements in support of trial court funding (this service may include, but is not limited to staff support of/for payroll processing, financial, administrative and clerical services, human resources, court-mandated information systems, court invoicing and billing, budget preparation, trial-court-related ad hoc reports, surveys, studies).
<b>SECURITY Services &amp; Supplies and EQUIPMENT</b>	
12	Purchase of the following personnel safety equipment: Ammunition, Baton, Bulletproof Vest, Handcuffs, Holster, Leather Gear, Chemical Spray & Holder, Radio, Radio Charger/Holder, Uniforms, One Primary Duty Sidearm.
13	Purchase & Maintenance of security screening equipment.
<b>VEHICLE USE FOR COURT SECURITY</b>	
14	The mileage rate utilized by the State (currently \$0.34 per mile) may be applied to the costs of allowable security personnel driving in the course of their normal duties (non-prisoner transport).



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Sec II: Non-Allowable Cost Narratives:	
Note	
1	Other sheriff or marshal employees ( <b><i>not working in the court</i></b> ).
2	County Overhead cost attributable to the operation of the sheriff/marshal offices. For example, indirect overhead (such as county CWCAP for cost recovery of county operations)
3	Departmental overhead of sheriffs and marshals that is not in the list of Sec I allowable costs.
4	Service and supplies, including data processing, not specified as allowable in Sec I.
5	Furniture
6	Basic training for new personnel to be assigned to court
7	Transportation and housing of detainees from the jail to the courthouse.
8	Vehicle costs used by court security personnel <b><i>in the transport of prisoners to court</i></b> .
9	The purchase of new vehicles to be utilized by court security personnel.
10	Vehicle maintenance ( <b><i>exceeding the allowable mileage reimbursement</i></b> .)
11	Transportation of prisoners between the jails and courts or between courts.
12	Supervisory time and costs where service for the court is less than 25% of the time on duty.
13	Costs of supervision higher than the level of Captain, regardless of the amount of time they spend on court security supervision activities.
14	Service of process in civil cases.
15	Security outside of the courtroom in multi-use facilities which results in a disproportionate allocation of cost.

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Sec II: Non-Allowable Cost Narratives:	
Note	
16	Any external security costs i.e., Security outside court facility, such as perimeter patrol and lighting.
17	Extraordinary security costs (e.g., General law enforcement activities within court facilities and protection of judges away from the court).
18	Overtime used to staff another function within the sheriff's office if an employee in that function is transferred to court security to maintain necessary coverage.
19	Construction of holding cells or remodeling to improve existing cells.
20	Maintenance of holding facility equipment (not deemed as allowable elsewhere).
21	Facilities alteration or other than normal installation in support of perimeter security equipment.
22	Video arraignment equipment, including purchase and monthly overhead costs for equipment used for video arraignments (i.e., monthly telephone costs, fax, etc.)
23	Costs of workers compensation/disability payments to disabled sheriff or marshal employees who formerly provided security, while the full costs of those positions continue to be funded by the courts.

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Sec III: Addendum Narratives:	
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Note	
1	Security equipment that the State is obligated to fund includes, but is not limited to, Security equipment used within the court facility including metal detection devices, x-ray machines, magnetometers, OCTV, alarms, panic alarms, cameras, card-key systems, special courtroom devices for highly dangerous prisoners. Normal installation only is included. State funds may not be used for facility alterations (such as adding cable raceways, new doorways, and asbestos abatement prior to installation).

2	BENEFITS: This is a list of the allowable employer-paid labor-related employee benefits.
a	County Health & Welfare (Benefit Plans)
b	County Incentive Payments (PIP)
c	Deferred Compensation Plan Costs
d	FICA / Medicare
e	General Liability Premium Cost
f	Leave Balance Payout
g	Premium Pay (such as POST pay, location pay, Bi-lingual pay, training officer pay)
h	Retirement
i	State Disability Insurance (SDI)
j	Unemployment Insurance Cost
k	Workers Comp Paid to Employee in lieu of salary
l	Workers Comp Premiums

3	Item k represents a cost to the sheriff and a benefit paid to the employee when Workers Comp Premiums (item l) do not cover 100% of all workers comp instances. If the premiums (item l) cover all risk and the sheriff is not charged by the county as a result of that coverage, item k will be zero.
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4	"Direct Security" FTE's=Full Time Equivalent personnel. HOURS=Personnel not included as FTE (example Extra Help, Hourly, Contracted).
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5	"Direct Security" HOURS (except Overtime) = Personnel that would not otherwise be included as FTE's (example Extra Help and Hourly personnel).
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## **Interim Alternatives in the Provision of Court Security Services in the Trial Courts**

The Working Group on Court Security has developed the following interim guidelines to assist trial courts and sheriffs in considering alternative means of providing effective court security services within the funding constraints in the fiscal year (FY) 2004–2005 Judicial Branch budget. These interim guidelines were developed based on the following principles:

- Court security is an essential component of court services.
- The sheriff and the court should mutually agree on reasonable security levels at each court facility.
- The court should retain control over the court security budget.
- An effective court security system should emphasize officer safety.
- The sheriff should have sufficient discretion and flexibility in providing security services.

The following pages contain acceptable practices currently being used in the provision of security services in California trial courts. Practices are listed according to the following functional areas:

- Perimeter Security
- Inmate Transportation to Court
- Overtime Management
- Judicial Activities
- Courtroom Security Staff Management
- Cost Sharing
- Administration

For each practice listed, the working group has also identified implementation issues that may need to be considered before it can be implemented.

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## Perimeter Security

Perimeter security generally includes securing building entrances by screening for weapons and providing security for non-courtroom areas of the facility. Currently, there are over 450 courthouse facilities in California. The number of courthouse facilities in each of the 58 counties ranges from one building in the smallest counties, to approximately 55 locations in Los Angeles County. Each facility may have one or more public entrance that may require weapons screening and monitoring. Based on factors such as the number of people using each entrance and the volume and type of cases being heard in each facility, each entrance may be monitored with an x-ray machine, a magnetometer, and one or more security staff to screen for weapons. Due to differences in the availability of resources, the level of perimeter security provided for each court varies across the state.

### Entrance Weapons Screening

Practice	Implementation Issues
Provision of weapons screening at court facility entrances by fully sworn peace officers employed by the sheriff as defined in California Penal Code section 830.1 (i.e., deputies, sergeants).	<ul style="list-style-type: none"> <li>- Higher personnel costs.</li> <li>- May not be an effective use of limited number of deputy sheriffs provided to the court.</li> <li>- Sheriff responsible for providing training.</li> <li>- Positions can be supervised and coordinated by sheriff's staff.</li> <li>- Can be used anywhere.</li> </ul>
Provision of weapons screening at court facility entrances by non-sworn public officers employed by the sheriff as defined in California Penal Code section 831.4 (i.e., technicians, security officers, rangers, etc.). These officers are not peace officers but may possess a firearm and may issue citations for infractions as authorized.	<ul style="list-style-type: none"> <li>- May require creation of new position classification.</li> <li>- Lower cost relative to using fully sworn peace officers for weapons screening.</li> <li>- Sheriff responsible for providing training.</li> <li>- Positions can be supervised and coordinated by sheriff's staff.</li> <li>- Limited ability to use in certain courtrooms.</li> </ul>
Provision of weapons screening at court facility entrances by civilians employed by the court or sheriff (i.e., court attendants).	<ul style="list-style-type: none"> <li>- May require sheriff agreement.</li> <li>- Requires coordination of court staff with sheriff's staff.</li> <li>- Court will need to train civilian employees to provide weapons screening.</li> </ul>
Provision of entrance weapons screening through a contract with a private security vendor.	<ul style="list-style-type: none"> <li>- May require sheriff agreement.</li> <li>- Requires coordination of private security staff with sheriff's staff.</li> <li>- Sheriff may be unwilling to supervise and manage service.</li> <li>- Court may be responsible for managing contract with vendor.</li> <li>- Civilians cannot make arrests at screening stations.</li> </ul>

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### Entrance Screening Bypass Policies

The Working Group on Court Security recognizes that requiring weapons screening for all persons entering a court facility provides the highest level of security for judges, staff, and the general public. However, some courts have implemented policies that exempt certain persons (i.e., judges, attorneys, staff, etc.) from having to pass through weapons screening stations. These bypass policies have been implemented to reduce costs and to prevent long wait times at entrance screening stations.

<b>Practice</b>	<b>Implementation Issues</b>
Screening for weapons of all persons entering the court facility.	<ul style="list-style-type: none"> <li>- May require extra security staff and weapons screening stations to avoid long waits during peak hours.</li> <li>- Highest level of perimeter security.</li> </ul>
Bypassing of entrance screening by judges, employees, and other designated individuals.	<ul style="list-style-type: none"> <li>- Sheriff/court may want employees to be screened for weapons.</li> <li>- Need to establish local policy/rule on who is subject to entrance screening.</li> </ul>
Bypassing of entrance screening, and use of separate, locked, entrance for judges, employees, and other designated individuals.	<ul style="list-style-type: none"> <li>- Sheriff/court may want employees to be screened for weapons.</li> <li>- Requires creation of a secured entrance (key, key card, etc.).</li> <li>- Need to establish local policy/rule on who is subject to entrance screening.</li> </ul>

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### **Inmate Transportation to Court**

Transportation of inmates is one of the primary elements of court security. In California, the sheriff transports inmates to court, supervises inmates in court holding cells, and transports inmates to the courtroom. The Working Group recommends trial courts implement practices that improve the efficiency and safety of prisoner movement and minimize transportation costs.

<b>Practice</b>	<b>Implementation Issues</b>
Utilize non-sworn staff (custody assistants, correctional officers, etc.) in lieu of deputy sheriffs in holding cells/lockups.	<ul style="list-style-type: none"> <li>- May require creation and approval of new position classification.</li> <li>- May need labor organization agreement.</li> </ul>
Schedule arraignments earlier in the day.	<ul style="list-style-type: none"> <li>- Requires reorganization of court calendars and sheriff's jail management practices.</li> <li>- Allows the sheriff to deliver inmates to multiple locations in a timely fashion and manage staff efficiently.</li> <li>- Requires coordination with other agencies (i.e., district attorney, public defender, etc.).</li> </ul>
Implement video conferencing for arraignments, conferences, etc., between the court and the jail. Many courts have outlying facilities where inmates are transported at great expense for very brief appearances.	<ul style="list-style-type: none"> <li>- Requires purchase of equipment for court and jail, and ongoing line charges.</li> <li>- Defendant has a right to appear in a courtroom and may insist on coming to court.</li> <li>- Attorneys may want to meet inmates in person and refuse to waive rights.</li> <li>- Requires agreement from other agencies (district attorney, public defender, etc.).</li> <li>- Requires cooperation from judges.</li> <li>- May require additional staff to operate equipment.</li> </ul>
Hold arraignments at the jail.	<ul style="list-style-type: none"> <li>- Jail may not have a facility to hold court sessions.</li> <li>- Attorneys may not be willing to go to the jail to meet with defendants.</li> <li>- Requires support of county and other public agencies.</li> </ul>
Utilize non-sworn sheriff's personnel (i.e., technicians) to operate control rooms, where such rooms are employed.	<ul style="list-style-type: none"> <li>- Lower cost than use of higher level staff.</li> <li>- Limited direct interaction with inmates may allow for use of lower level staff.</li> </ul>

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## Overtime Management

Overtime pay is a court security expenditure that can be reduced through the implementation of court practices that use court security staff more efficiently. The Working Group on Court Security recommends that courts perform an analysis of court security overtime costs. This will assist the court and sheriff in determining the practices that cause high overtime costs and taking appropriate action to reduce these costs.

<b>Practice</b>	<b>Implementation Issues</b>
Develop and fund a standard relief factor.	<ul style="list-style-type: none"> <li>- Requires research and data collection to determine appropriate relief factor.</li> <li>- Court and sheriff must mutually agree on relief factor.</li> </ul>
Monitor overtime use on a regular basis to determine areas of high use and to develop possible solutions.	<ul style="list-style-type: none"> <li>- Will require increased coordination between sheriff and court to identify where overtime is being used and why.</li> </ul>
Hire retired annuitants or sworn officers on a per diem basis to replace staff who are absent due to vacation or sick leave. Retired annuitants may be a good option, because they may carry a firearm and must be current on POST training, and are paid a lower level of benefits.	<ul style="list-style-type: none"> <li>- Unions may not support use of retired annuitants, because annuitants do not pay dues.</li> <li>- Possible liability issues if retired staff are involved in any incidents and need to be represented.</li> <li>- May require agreement from labor organizations.</li> </ul>
Allow security staff to work a modified schedule (i.e., 10 hours a day, 4 days a week). This practice would work well if a courtroom is dark for a regular day every week.	<ul style="list-style-type: none"> <li>- May work best in situations where a courtroom operates beyond regular court hours but is dark one day each week.</li> <li>- Requires sheriff approval and modification of personnel policies.</li> <li>- May require agreement from labor organizations.</li> </ul>
Require all court proceedings to be completed by a certain time each day. Presiding judge must approve courtroom operation beyond established hours. Reduce courthouse hours of operation.	<ul style="list-style-type: none"> <li>- Policy decision by the court and does not require sheriff approval.</li> <li>- Requires court management to educate judges on the importance of not operating courtrooms beyond regular hours.</li> <li>- The Presiding Judge or his/her designee should enforce this policy.</li> </ul>
Require bailiff reassignment to other duties if a courtroom is dark.	<ul style="list-style-type: none"> <li>- Judges may object to losing control over their bailiffs.</li> <li>- Increases the flexibility of sheriff to reassign security staff in dark courtrooms.</li> </ul>
Release bailiffs after criminal matters have been heard.	<ul style="list-style-type: none"> <li>- May require agreement from judge.</li> <li>- Reduces unnecessary overtime.</li> <li>- Court may have to provide non-sworn staff for other matters.</li> </ul>
Reduction and consolidation of night court.	<ul style="list-style-type: none"> <li>- May reduce access to services.</li> <li>- Reduces court security services required.</li> </ul>
Presiding judge meets with sheriff to develop policies and procedures for monitoring and	<ul style="list-style-type: none"> <li>- Provides court with more control of overtime costs and enables sheriff to allocate</li> </ul>



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approving regular overtime and overtime for pre-planned events (i.e. high profile trials)	resources effectively.
Sheriff imposes daily limits on the number of staff who can take vacation/comp time.	<ul style="list-style-type: none"> <li>- May require union agreement.</li> <li>- Reduces overtime costs.</li> </ul>

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## Judicial Activities

Implementing an effective court security system requires active cooperation between the sheriff, judicial officers and court staff. The Working Group on Court Security recommends the implementation of the following practices to increase judicial participation in the reduction of court security costs.

Provide regular training to judicial officers on how they can maintain a safe and effective courtroom while minimizing court security costs.	<ul style="list-style-type: none"> <li>- Training should be developed in coordination with sheriff's staff.</li> </ul>
Encourage judges to participate on their court's security committee.	<ul style="list-style-type: none"> <li>- May increase interest among judges in developing effective operational practices.</li> </ul>
Require all court proceedings that require a bailiff to be completed by a certain time each day. The presiding judge must approve courtroom operation beyond established hours. Reduce courthouse hours of operation.	<ul style="list-style-type: none"> <li>- Policy decision by the court and does not require sheriff approval.</li> <li>- Requires court management to educate judges on the importance of not operating courtrooms beyond regular hours.</li> <li>- The Presiding Judge or his/her designee should enforce this policy.</li> </ul>
Require bailiff reassignment to other duties if a courtroom is dark. Establish a regular procedure for notifying sheriff supervisors that a bailiff is not needed and can be reassigned.	<ul style="list-style-type: none"> <li>- Judges may object to losing control over their bailiffs.</li> <li>- Increases the flexibility of sheriff to reassign security staff in dark courtrooms.</li> </ul>
Release bailiffs for reassignment after criminal, juvenile delinquency, and family law matters have been heard.	<ul style="list-style-type: none"> <li>- Requires agreement and participation of judges.</li> <li>- May reduce overtime costs.</li> </ul>
Organize court calendars to adjust jury and public arrival times to reduce court crowding, particularly at the courthouse entrances, and the need for additional security.	<ul style="list-style-type: none"> <li>- Requires cooperation of multiple judges with oversight and coordination from court administration.</li> </ul>

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## Courtroom Security Staff Management

Existing law requires the county sheriff to attend all superior court sessions held in the county, although the sheriff may only be required to attend a non-criminal, non-delinquency action if the presiding judge determines that the presence of the sheriff is necessary for reasons of public safety. The Working Group on Court Security recommends effective management of courtroom security staff that improves courtroom operations and allows the sheriff to deploy limited resources where they are most needed.

<b>Practice</b>	<b>Implementation Issues</b>
Implement minor facility modifications (i.e., panic buttons, cameras, plexiglass around the jury box) to reduce the need for security staff.	<ul style="list-style-type: none"> <li>- May require approval from the county or building owner.</li> <li>- Additional one-time and ongoing maintenance costs.</li> </ul>
Employ civilian court attendants to provide security in civil courtrooms. The working group recommends the use of deputy sheriffs in criminal, juvenile delinquency, and family law courtrooms.	<ul style="list-style-type: none"> <li>- Sheriff may prefer to establish civilian positions within the Sheriff's department in order to maintain continuity and consistency in use of court attendants.</li> <li>- Court may encounter resistance from judges who do not want to lose their bailiffs and unions who object to job loss and level of security provided.</li> <li>- Court may need to create a new position classification and provide training.</li> <li>- Requires service coordination with sheriff's staff.</li> </ul>
Utilize non-sworn public officers employed by the sheriff to provide security in civil courtrooms. The working group recommends the use of deputy sheriffs in criminal, juvenile delinquency, and family law courtrooms.	<ul style="list-style-type: none"> <li>- May require the creation of a new position classification.</li> <li>- May require consolidating court calendars (i.e., create calendars that hear only civil and small claims).</li> <li>- May require union agreement.</li> </ul>
Allow security staff to take unpaid leave if a courtroom goes dark and they cannot be used in another court assignment.	<ul style="list-style-type: none"> <li>- May require agreement from the union.</li> <li>- Courts have successfully implemented the practice with court employees on a voluntary basis.</li> </ul>
Do not provide permanent full-time security services in every civil courtroom.	<ul style="list-style-type: none"> <li>- May require agreement from the sheriff and judges.</li> </ul>

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### Cost Sharing

In some counties, the court absorbs all security costs related to all activities that take place in the courthouse. The Working Group on Court Security recommends implementing policies to assign costs to the appropriate entity within the courthouse, in order to create a more equitable distribution of court security costs.

<b>Practice</b>	<b>Implementation Issues</b>
Prorate perimeter security costs based on each building occupant's respective square footage or number of staff.	<ul style="list-style-type: none"> <li>- County may not be willing to share cost because they would not otherwise provide entrance screening in the absence of the court. However, the court might require fewer entrance screening staff if county employees and clients were not in the building.</li> <li>- Court may have a better case for sharing perimeter security costs as facilities begin to transfer to the state.</li> </ul>
Require reimbursement from outside agencies for use of courtrooms outside of regular court operating hours.	<ul style="list-style-type: none"> <li>- May require county agreement.</li> </ul>

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## Administration

Establishing clear administrative practices related to the provision and management of court security services is an important component in an effective working relationship between the court and the sheriff. When the court and the sheriff can mutually agree upon the level and cost of services to be provided and can agree on a procedure for resolving disputes, it creates an environment which is more conducive to the adoption of better operational practices.

<b>Practice</b>	<b>Implementation Issues</b>
Develop a written contract or memorandum of understanding (MOU) between the court and the sheriff that clearly states the cost and scope of services to be provided. A clearly written contract will prevent many disputes over billing and cost increases that may otherwise arise.	<ul style="list-style-type: none"> <li>- Court/sheriff may not have the expertise to develop a comprehensive MOU.</li> <li>- Courts may need samples of other court/sheriff MOUs.</li> <li>- May require development of a standard MOU template.</li> <li>- Disputes over billing and cost increases may arise if terms of contract are not in writing.</li> </ul>
Adopt a fixed price contract. The sheriff continues to submit invoices and maintain accurate billing documentation. The court is responsible for reviewing invoices for accuracy. Savings can be retained by the sheriff or applied to future one-time costs.	<ul style="list-style-type: none"> <li>- Court does not need to provide significant administrative resources to contract oversight and can more accurately budget for security expenditures.</li> <li>- Sheriff has a fiscal incentive to manage security staff to keep costs within agreed upon limits.</li> <li>- May result in significant over/under payment for services that could negatively impact the court and the sheriff.</li> </ul>
Pay for services based on actual costs (i.e., hourly cost, etc.) and the sheriff is required to submit detail to support invoices. Court is responsible for reviewing invoices for accuracy.	<ul style="list-style-type: none"> <li>- Court needs to verify invoices and ensure that reported services were delivered.</li> <li>- Requires staff in the sheriff and court administration to produce and review invoices.</li> </ul>
Establish a joint court security committee consisting of the Presiding Judge, the Court Executive Officer, and the Sheriff to regularly review court security operations.	<ul style="list-style-type: none"> <li>- Creates a mechanism for regular communication between the court and the sheriff.</li> <li>- Enables court and sheriff to address problems before they become too disruptive.</li> </ul>
Develop a court security plan that outlines the responsibilities of the sheriff, court, and other entities on a daily basis and in the event of emergencies.	<ul style="list-style-type: none"> <li>- Formalizes the responsibilities of the sheriff and the court.</li> <li>- Acts as a reference document that preserves and transfers institutional knowledge.</li> </ul>
Establish procedures for the provision of regular management reports between the court and the sheriff on planned absences of judicial officers and bailiffs.	<ul style="list-style-type: none"> <li>- Enables the court and sheriff to effectively manage court security resources.</li> </ul>